



## Human Resources

DATE POSTED: April 27, 2006

REQ. # 06-106

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 04-27-2006 TO 05-03-2006, but will remain open until filled.

DEPARTMENT/DIVISION
<b>RESEARCH AND EDUCATION PARK</b>

POSITION AVAILABLE
<b>EXECUTIVE DIRECTOR</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$68,663.92</b>

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE: 830**  
**PAY GRADE: EX4**  
**SALARY: \$68,663.92 - \$109,755.15**  
**EXECUTIVE DIRECTOR**

**MAJOR FUNCTION:** This position reports to the Chairman and the Board of the Treasure Coast Education, Research and Development Authority (the "Authority") and the County Administrator of Saint Lucie County. The Park Manager shall carry out the plans, purposes and objectives of the Authority.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS:** Must have solid management, marketing and decision making abilities, strategic assessment, project management, planning and implementation capabilities. Must have solid community relations and experience; demonstrated ability to interact with key community and state leaders, boards and commissions. Must have the ability to work with multiple agencies in both the public and private sector in domestic and international business communities. Must have clear oral and written communication skills. Must have good organizational and leadership skills. Will need to be able to work a flexible schedule to allow for evening/weekend meetings and intermittent travel. Must have a working knowledge of financial statements and other key business planning instruments. Will need to demonstrate the ability to handle multiple activities simultaneously. Must have the ability to establish and maintain effective working relationships with the public and fellow employees.

**ESSENTIAL JOB FUNCTION:** Provide a point of contact with Park Tenants, University, the Authority and other entities, as appropriate. Recommend to the Authority and the University improvements of value to the tenants. Implementation of policies, contracts and agreements with Research Park developers, builders, maintenance associations and other contractors as needed to insure policies and obligations are fulfilled on a timely basis. Implement contracts, agreements and obligations on behalf of the Authority with city, county, state and other governmental agencies. Lead the tenant qualification process and work with potential tenants to identify affiliation potentials at the University. Screen and identify other research park site/opportunities for the Authority. Responsible for the identification of other required board actions as they arise, and the completed staff work to brief and prepare board members and appointed committees on possible alternative actions, with advice and review from the Authority's attorney. Administer lease agreements, collection and disbursements of expenses per Authority policy and guidelines. Prepare and monitor budget plans and controls, track cash flow and prepare the annual budget for Authority board approval, with future year estimates, as well as current year projections. Manage and administer clerical support of Authority functions, Board meetings, appointments, committees, accounting and audit. Insure proper reporting and compliance as required by state and county ordinances.

Arrange and organize regular monthly, as well as all special Authority Board meetings, to include public notices, minutes and the contacting of interested parties/press. Maintain regular communications with tenants and provide information of value to their organizations, to include information and presentations to services and other organizations within the community. Responsible for all media relations and is the initial

point of contact for all public and/or press-related communications. Responsible for timely, on-going improvements and updating of Authority brochures, signs, website, press releases, and other public contact channels to ensure they best represent the Research Park, its tenants and stakeholders. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Use of hands and fingers with dexterity. Good vision and hearing with or without correction. Periodic walking and standing. Ability to lift occasionally 30 pounds. Ability to operate County automobile continuously for a period of time.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Nearly constant work inside the office in a sedentary posture. Occasional field trip to unimproved and improved development sites, and agricultural areas.

**WORK HAZARDS:** Possible vision disfunction due to heavy computer work. Occasional field visits to areas with attendant hazards.

**SAFETY EQUIPMENT USED OR NEEDED:** Occasional need for a hard hat.

**EDUCATION:** Degree in Marketing, Management or Business from an accredited college or university; Masters in Business Administration (MBA) preferred. A comparable amount of training or experience may be substituted for the minimum qualifications.

**EXPERIENCE:** Must have a minimum of five (5) years experience in Business and/or Marketing, preferably in both public and private sector arenas.

**LICENSE, CERTIFICATION OR REGISTRATION:** Must have valid Florida Driver's License with a good driving record.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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